

JAN 21 1984

84-0324

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Acting Director of Personnel

SUBJECT: Inspector General (IG) Report on Case of [redacted]

REFERENCE: Memo for D/OP fm DDA, dtd 16 Jan 84, Same Subject

1. This memorandum is in response to reference in which you asked that I review the [redacted] case and present my recommendations to you. Those recommendations are contained in paragraph 5.

2. I have found the [redacted] case most unique. It involved an application for disability retirement, a claim for workers compensation benefits with the Department of Labor as well as application of the traumatic leave provision, and health insurance claims. As a consequence, it involved several elements of the Offices of Personnel (OP), General Counsel (OGC), and Medical Services (OMS), and the component personnel officers in the Office of Communications (OC). It is not these factors alone, however, that make this case unique. Complicating the case was a medical finding by the Department of Labor, well after the fact, that what was at first reasonably presumed to be an obvious case of disability due to an on-the-job injury (an automobile accident) was instead inability to perform because of an illness having no relationship to [redacted] work. Indeed, the precise diagnosis of that illness by [redacted] doctors took a long time, and, in fact, the illness is still the subject of an ongoing claim with the Department of Labor. Adding the other factors found in the case, including the acknowledged difficulty to deal with the [redacted] the appointment of a single responsible officer to be the spokesperson for the Agency and the coordinator of all the offices involved was clearly dictated. That in fact did happen, although it may be debated that this action was not taken soon enough.

3. I agree with the IG report that we should be more alert to the possibility of such cases in the future and quickly designate one officer to coordinate all matters associated with them. I am immediately issuing instructions to all Agency component personnel officers to be particularly alert in anticipating potential cases of this nature and to bring them to the attention of the Deputy Director of Personnel for Special Programs (DD/OP/SP). This officer will serve as my personal representative to assess the situation and, as necessary, coordinate the efforts of all activities involved, as well as centralize communications between the individual and/or the family and the Agency.

4. It is regrettable that, notwithstanding the sincere, dedicated actions on behalf of and in the intended best interest of the [redacted] by a large number of Agency employees, this case became a collection of accusations and complaints. You should know, however, that members of my staff are still continuing to do all that they can to facilitate [redacted] ongoing appeal with the Department of Labor.

SUBJECT: IG Report on Case of [REDACTED]

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5. I recommend that the DD/OP/SP be designated as the Agency's coordinator for cases which are identified as having potential for becoming major problems such as the [REDACTED] case. The DD/OP/SP would ensure that representatives of OP, OGC, OMS, and component personnel officers are communicating with one another and that one single officer in OP (with assistance from other affected offices) is in touch with the employee and/or the family. In addition, I recommend that the Director of Medical Services and the General Counsel consider designating officers to serve as points of contact for the DD/OP/SP.

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[REDACTED] (25 January 1984)

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GOAL: Develop a course open to all Agency Employees for better personal financial management, use of banking services, and proper control of personal credit.

Milestone Target Dates (thru 31 Dec 83)	Will Meet	Will Not Meet	Required Comments - (Explain activities during period to meet goal <u>or</u> why goal not met planned activities for next quarter)
1. 1 Dec 1983	x		While review of PSAS cases has not been exhaustive it has been done in sufficient depth to establish that any and all phases of the subject could be profitably addressed. If some areas stand out above others they would be the need to account for all the money one receives, the misuse of credit cards, and the problem associated with skipping payments.
2. 1 Dec 1983	x		C/BSD & C/PAB have met with the appropriate OTE officers and discussed both the concept/ actuality of a noon time seminar and the concept/actuality of the subject becoming a part of an OTE course for new EOD's. As a result, OTE will include the subject in the course as soon as possible which should be during the first three months of 1984. Also resulting from the meeting is OTE's agreeing to OP sponsoring the seminar with them providing support as requested. The first seminar is scheduled for 30 March in room 1A-07 which will hold 60 people.
3. 1 Feb 1984	x		A meeting is scheduled for 16 January with a representative of Consumer Credit Counseling at which Objective 3 should be brought into focus.
4. 1 Feb 1984	x		This objective may slip several weeks pending outcome of 16 January meeting.

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BSD/PERSONAL AFFAIRS BRANCH

<u>OBJECTIVE:</u> Develop a course open to all Agency employees on a voluntary basis that will cover better personal financial management, use of banking services, and proper control of personal credit	<u>MILESTONE TARGET DATES</u>
1. Complete an analysis of PSAS assistance cases to determine appropriate course matter.	1 December 1983
2. Meet with appropriate officers in OTE to discuss methods and sources of administering training sessions.	1 December 1983
3. Complete course/training outline and produce necessary speakers, materials, aids, booklets, etc., to conduct training.	1 February 1984
4. Publicize training course in a positive manner.	1 February 1984
5. Conduct first running of course for all interested Agency employees.	1 April 1984

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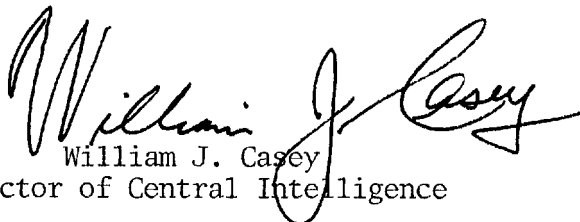


Washington, D.C. 20505

23 December 1983

MEMORANDUM FOR ALL EMPLOYEES

I am pleased to report that our 1983-84 Combined Federal Campaign ended with total contributions in excess of \$328,000. This represents not only a surpassing of our \$323,000 goal but also a great deal of generosity and compassion on the part of the many of you who made this possible. Over and above that, you were most responsive to our own Agency activities, raising \$43,000 for the Educational Aid Fund and \$25,000 for the Public Service Aid Society. In all, you raised in excess of \$396,000. Such a performance only adds to the great sense of pride and appreciation I have for this Agency and its people. Please accept my sincere thanks for what you have done.


William J. Casey
Director of Central Intelligence